
UNDERSTANDING UNSPSC

UNSPSC is the acronym for The United Nations Standard Products and Services Code. The UNSPSC was jointly developed by the United Nations Development Programme (UNDP) and Dun & Bradstreet Corporation (D & B) in 1998.

The UNSPSC is a hierarchical classification that is used to classify all products and services. It has five levels in its hierarchy; the State of Indiana only uses the first four levels. Each level of classification helps define the product or service on a more and more specific level of detail. Each level contains a two-character numerical value and a textual description as follows:

- XX **Segment**
The logical aggregation of families for analytical purposes
- XX **Family**
A commonly recognized group of inter-related commodity categories
- XX **Class**
A group of commodities sharing a common use or function
- XX **Commodity**
A group of substitutable products or services

This hierarchy allows people looking for a product or service to use the higher level terms to narrow their search to the relevant domain that will most likely lead them to the desired item. For example, the UNSPSC for wooden pencils is 44121706 which is comprised of the following categories:

- 44** Office equipment, accessories, and supplies (Segment)
 - 12** Office supplies (Family)
 - 17** Writing instruments (Class)
 - 06** Wooden pencils (Commodity)

When searching for a product or service and you can not find the commodity, class or family you are looking for you will need to fill the missing levels with 00. For example, there is no code for “assorted cut flowers”. Instead, there are categories for specific cut flowers, such as lilies: 10161702

- 10** Live plant or animal material
 - 16** Floriculture products
 - 17** Cut Flowers
 - 02** Cut lilies

Because there is no explicit code for assorted cut flowers, use the code 10121700, replacing the commodity level with a pair of zeros. This will give you all items classified as cut flowers and specific cut flowers.

By using the UNSPSC classification of products & services, the Indiana Department of Administration, Procurement Division can assist agencies and vendors with:

- Finding and Purchasing - The product and service coding convention allows an easier system for finding products or services to be purchased and vendors whom provide these products or services.
- Product discovery - The common naming convention allows a person to search for a specific category, and he or she finds precisely the things being searched for and nothing else.
- Facilitates expenditure analysis – Since every purchase transaction of the State is tagged with a common set of product identifiers, agencies are able to analyze expenditures easier.

HOW DO I FIND THE UNSPSC FOR A PRODUCT OR SERVICE?


You should normally be searching for the correct UNSPSC through the Category search on a Special Request requisition. Once you choose a code on the requisition, that number will carry through to the Request for Quote module for use as a vendor quote group.


Once you are to the point of entering your item information, click on the magnifying glass icon next to the Category field.

INDIANA

Home Worklist Add to Favorites Sign out New Window Help

Special Request - Goods

Description: Category: 

Qty: Unit of Measure: Price: Currency: USD Due Date: 

Vendor ID: [Vendor Lookup](#)

Comment Text:

Cancel Add Item

Once at the next screen you will want to click on the Advanced Lookup link.

INDIANA

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Look Up Category

Search by: Category begins with

[Look Up](#) [Cancel](#) [Advanced Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Category	Description
10000000	Live Plant and Animal Material
10100000	Live animals
10101500	Livestock
10101501	Cats
10101502	Dogs
10101504	Mink
10101505	Rats
10101508	Horses
10101507	Sheep
10101508	Goats
10101509	Asses
10101510	Mice
10101511	Swine
10101512	Rabbits
10101513	Guinea pigs
10101514	Primates
10101515	Armadillos
10101516	Cattle
10101517	Camels
10101600	Birds and fowl

It is better to search by description rather than category. When entering a description in the search box, you should always use a partial description. Use “%” as a wild card. Also it is better to change the “begins with” to “contains” in the description field. For example, entering “%clamp%” will return all codes containing the word “clamp”. From there you can determine which specific clamps apply to your needed item.

INDIANA

Home | Worklist | Add to Favorites | Sign out

[New Window](#) | [Help](#)

Look Up Category

SetID: STIND

Category: begins with

Description: contains %clamps%

[Look Up](#) [Cancel](#) [Basic Lookup](#)

Search Results

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

View All First 1-100 of 300 Last

Category	Description
10000000	Live Plant and Animal Material
10100000	Live animals
10101500	Livestock
10101501	Cats
10101502	Dogs
10101504	Mink
10101505	Rats
10101508	Horses
10101507	Sheep
10101508	Goats
10101509	Asses
10101510	Mice
10101511	Swine
10101512	Rabbits
10101513	Guinea pigs
10101514	Primates
10101515	Armadillos
10101516	Cattle

Sometimes a commodity may not be found because:

- Different phrases are used in different regions. For example, the term “cooling exchanger” is the same commodity as a “heat exchanger”; “allen wrenches” are the same commodity as a “hex key”
- The item may be described by what it is rather than how it is used.

Here are a few more tips to help you find the right code:

- Try to avoid typing multiple words in your search – just pick the main identifying word.
- If the word you are searching for might have different endings, only type the first part of the word. For example, if you were looking for photocopiers, you might type “%photocop%”. This would pick up any code for “photocopiers”, “photocopying machines”, as well as others that might be helpful.
- Once you have a list of items, click on the column heading named “Category”. This will sort the list by number so that items will appear together within UNSPSC groups.
- You can also visit www.UNSPSC.org to also search the full listing of UNSPSC information.